
TRAVEL MANAGER PREPARER'S GUIDE

EXTENDED TDY SHORT TERM AND LONG TERM

The process for preparing Extended TDY authorizations and vouchers are described in this section.

EXTENDED TDY SHORT AND LONG TERM

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Extended TDY: Short Term and Long Term

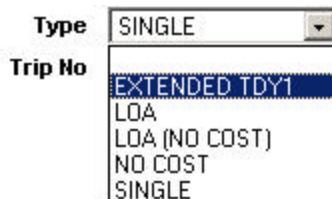
When travel is more than 30 days but less than 121 days, it is considered extended, short-term travel. All lodging and M&IE is calculated at 65% by default for both training and work assignment travel.

When travel is more than 120 days it is considered extended, long-term travel. All lodging and M& IE is calculated at 55% by default. If the travel is longer than 365 days, taxes will need to be applied to the document.


Refer to the Create an Authorization section for instructions in preparing an authorization. This section describes only the requirements for preparing an extended TDY.

A. CREATE AN AUTHORIZATION FOR EXTENDED TRAVEL (SHORT TERM)

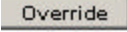
1. Create the travel authorization. On the Itinerary page the Start date and End date should reflect a trip for more than 30 days but less than 121 days.
2. Select “Extended TDY1” from the Trip Type drop down list listed in the Trip Information section of the page.




The image shows a screenshot of a web application interface. On the left, there are two labels: 'Type' and 'Trip No'. To the right of 'Type' is a dropdown menu currently showing 'SINGLE'. To the right of 'Trip No' is a larger dropdown menu that is open, displaying a list of options: 'EXTENDED TDY1' (which is highlighted in blue), 'LOA', 'LOA (NO COST)', 'NO COST', and 'SINGLE'.

3. Enter all other required information on the itinerary and click the  **Save** button in the **For this Document you can:** area in the top right of the page.
4. Click **Lodging/M&IE** link on the Document toolbar. The Lodging/M&IE page will be displayed.
5. Verify that the lodging and meal calculations are correct including Flat & Fixed Costs, Personal/leave days, arrival and departure dates. If 65% is due the lodging and M&IE amounts will have to be calculated accordingly.

To adjust meal costs:

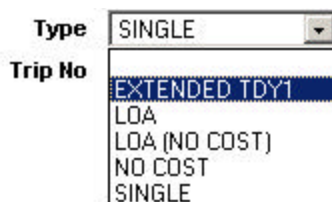
- a. Click the  **Lodging M&IE** button in the **For this Document you can:** area in the top right.
 - b. Enter the amount calculated for M&IE and lodging. If meals are furnished, they should be deducted at the percent authorized multiplied by the M&IE distribution rate authorized, and will have to be adjusted accordingly for each day or use the copy through date function.
6. Other Authorizations
- The **Other Authorizations Details** link can be found on the Document Summary page or click the **Continue** button on the Lodging/M&IE page..
- a. Click the **Other Authorizations** link on the Document Summary page. The Other Authorization page will be displayed.
 - b. Click the **Extended TDY**** link in the Master list of Other Authorizations to select it to the document.
 - c. Scroll to the bottom of the page, verify that the **Extended TDY** link appears under the Other Authorizations on Current Authorization area.

Click the Comments link on the Document toolbar. The Comments page will be displayed.


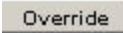
- d. Enter the details regarding the TDY purpose.
- e. Click the  **Comments** button in the **For this Document you can:** area in the top right. The Document Summary page will be displayed.

B. CREATE AN AUTHORIZATION FOR EXTENDED TRAVEL (LONG TERM)


1. Create the travel authorization. On the Itinerary page the Start date and End date should reflect a trip that results in more than 120 days but less that 366 days.
2. Select “Extended TDY1” from the Trip Type drop down list.



The image shows a screenshot of a software interface. On the left, there are labels 'Type' and 'Trip No'. To the right of 'Type' is a dropdown menu currently showing 'SINGLE'. Below this, a list of options is displayed: 'EXTENDED TDY1' (which is highlighted with a blue background), 'LOA', 'LOA (NO COST)', 'NO COST', and 'SINGLE'.

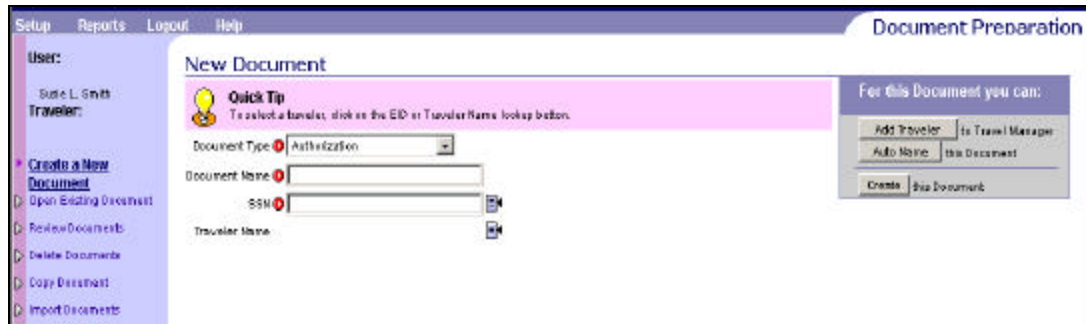
3. Enter all required information on the Itinerary and click the  **Itinerary** button in the **For this Document you can:** area in the top right.
4. Verify that the lodging and meal calculations are correct including Flat :& Fixed Costs, Personal/leave days, arrival and departure dates. If 65% is due, the lodging and M&IE amounts will have to be calculated accordingly.
 - a. Click the  **Lodging M&IE** button in the For this Document you can: area, in the top right.
 - b. Enter the amount calculated for M&IE and lodging. If meals are furnished, they should be deducted at the percent authorized multiplied by the M&IE distribution rate authorized and will have to be adjusted accordingly for each day or use the copy through date feature.
5. Other Authorizations

The Other Authorizations Details link can be found on the Document Summary page or click the Continue button on the Lodging/ M&IE page.

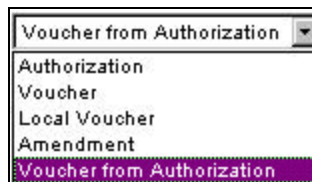
 - a. Click the Other Authorization link to open the Other Authorization page.
 - b. Click the Extended TDY** link in the Master list of Other Authorizations to select it to the document.
 - c. Click the **Extended TDY** link in the Other Authorizations on Current Authorization area at the bottom of the page.
 - d. Click the **Comments** link on the Document toolbar. The Comments page will be displayed.
 - f. Enter the details regarding the TDY purpose.
 - g. Click the  **Comments** button in the **For this Document you can:** area in the top right. The Document Summary page will be displayed
 - h. Continue to complete the remaining sections of the document. For specific details regarding completing an Authorization, refer to the Create an Authorization section.

C. VOUCHER AGAINST AN EXTENDED TDY AUTHORIZATION

1. Click the **Create a New Document** link on the Document Toolbar on the left side of the page. The New Document page will be displayed.



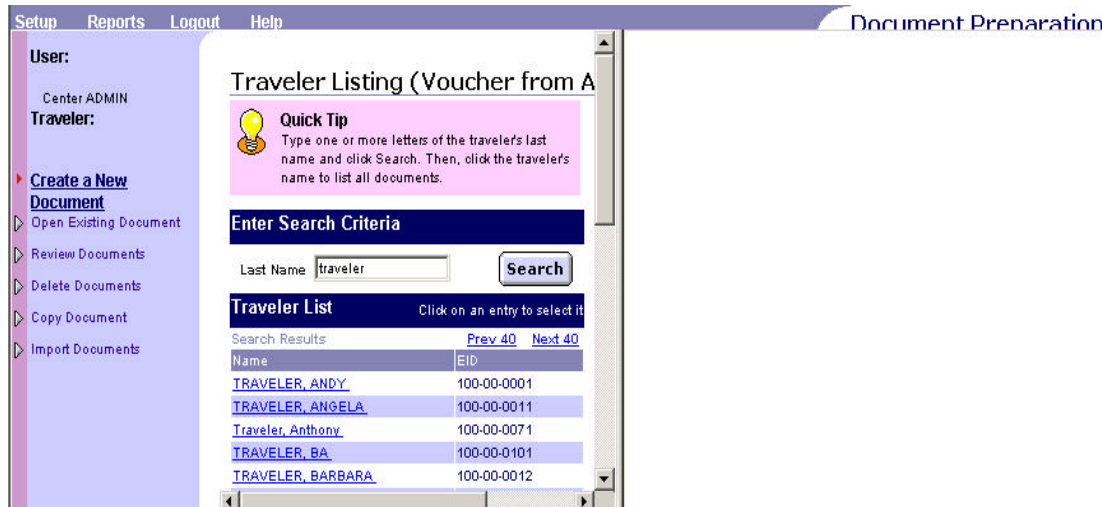
2. Select **Voucher From Authorization** from the Document Type pull down list. **NEVER** select Voucher.



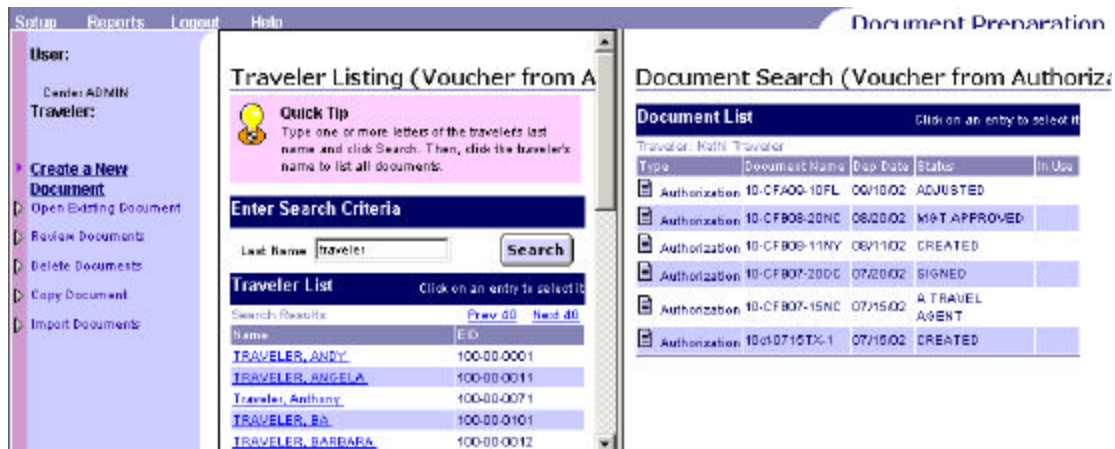
3. Click in the Document Name field. The Traveler Listing (Voucher from Authorization) page will be displayed.




4. Click in the **Last Name** field under the Enter Search Criteria area and enter the last name of the Traveler.
5. Click the **Search** button beside the Last Name field. The Traveler Listing (Voucher from Authorization) page will be displayed.



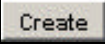
6. A list of authorization documents will be displayed in the Document List in the Document Search (Voucher from Authorization) area on the right.



7. Click the **Document** icon  next to the desired authorization from the list. The New Voucher From Authorization page will be displayed.

NOTE

If more than one voucher is created against the Authorization differentiate the vouchers by adding either a numeric or alpha character or state the month of the expense after the State designation in the Document Name field. For example: CA1 or CA2.

8. Click the  **this Document** button in the **For this Document you can:** area in the top right. The Itinerary Information page will be displayed populated with existing data from the authorization.

NOTE

On the Itinerary page, the Departure and Return Information area, complete the following process as it relates to voucher preparation:

On the first voucher prepared, select the traveler's residence from the Departure Selection field and IN TRAVEL STATUS from the Return Selection field.

The next voucher(s) prepared select IN TRAVEL STATUS for the Departure Selection and the Return Selection.

On the last voucher prepared, select IN TRAVEL STATUS for the Departure Selection and the traveler's residence as the Return Selection.

A comment will need to be added to the Comments textbox on the Comments page for the last voucher to alert the appropriate individual(s) that no more vouchers will be prepared for the authorization. This allows for reconciliation of the funds and to ensure any Advance(s) have been deducted.

- a. Click Extended TDY from the Trip type drop down list in the Trip Information area.
 - b. Delete the per diem location in the Per Diem area at the bottom of the page.
 - c. Click the **calendar** icon or enter the appropriate dates in the **Begin Travel** and **End Travel** fields to reflect the time being claimed on the voucher.
 - d. Re-enter the per diem location in the Per Diem area. *Refer to the Create an Authorization section for instructions to add a location to the document.*
 - c. Click the ☒ **Replace ALL lodging and M&IE information on this document.** under the Per Diem banner.
 - d. Click **Itinerary** in the **For this document you can:** area on the upper right side of the page.
9. Click the **Lodging & M/IE** link on the left to access the Lodging & M/IE page.
 - a. Enter the lodging data being claimed by traveler.
 10. If expenses are being claimed be sure to enter them on the expenses page.
Note: the dates that are being claimed and adjust accordingly.
 11. Include Comments on the Comments page.
 12. Inform the Traveler that the voucher is ready for the electronic signature and routing. Vouchers must be signed by the traveler in order for the document to begin the routing process.
 13. When processing subsequent vouchers, follow the same procedures.